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3.03 Vocab Review

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| **Across**  **1.** Built-in formatting for text, graphics, SmartArt diagrams, charts, WordArt, pictures, tables, and shapes  **6.** The view accessed via the File tab  **8.** A group of steps, procedures, or actions that are listed in numerical order  **10.** A tool that tells PowerPoint to perform a specific task  **11.** Typefaces used to display characters, numbers, and symbols  **12.**  A feature used to turn text into a formatted graphic  **13.** A feature that enables you to see a preview of an option when you hover the mouse pointer over it  **14.** The appearance of text or objects on a slide | **Down**  **2.** A box that can hold either text or a graphic object  **3.** A tool to copy character and paragraph formatting  **4.** A graphic that repeats to fill an image, creating the appearance that the surface is a certain material  **5.** adjacent slides  **7.** Groups of items or phrases that present related ideas  **9.** The amount of vertical space between paragraphs |